



Minutes - Approved
Public Records Board
Operations and Training Advisory Committee
January 12, 2017; 1:30-2:30 p.m.
Department of Administration
101 E. Wilson Street, Madison – Room 616

Committee Members Present: Sandra Broady-Rudd, Andrew Baraniak, Linda Barth, Dawn Bluma, Sarah Guenther, Dawn Oashgar and Joshua Ranger

- 1) **Call To Order:** 1:30 p.m. The Committee members met via telephone conference call and the Executive Secretary set up a conference telephone in Room 616 at the Department of Administration Building for the public to attend.
- 2) **Approval of November 14, 2016 Minutes:** The Executive Secretary noted a typo on page two of the minutes and said she would make that correction. Ms. Oashgar moved, seconded by Mr. Baraniak, that the minutes of the November 14, 2016 meeting be approved as amended. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Andres Baraniak	X		
Linda Barth	X		
Dawn Bluma	X		
Sarah Guenther	X		
Dawn Oashgar	X		
Joshua Ranger	X		

- 3) **Organization and Mission of the Committee.** Chair Broady-Rudd said that Matt Blessing, Chair of the Public Records Board provided feedback on future direction of the Committee. She said that he recommended the Committee focus on the upcoming conference because it is important for it to be very successful and he also suggested that the committee should review the communications and legal general schedules.

Ms. Bluma said she would be happy to look at the current communications schedules that agencies have submitted or are in the process of submitting and the work already done on the communications schedule. Chair Broady-Rudd said that she will talk to Abbie Norderhaug about work on the Legal General Schedule.

Chair Broady-Rudd said Mr. Blessing said that WHS staff will be working to update municipal records management guidance and he would like to see the Advisory Committee review the guidance. Mr. Baraniak said that they have developed a strategy on how to proceed on the

project and that they are contacting municipal groups to get information. He said there would be guidance developed on storage, access and maintenance of digital records.

Chair Broady-Rudd said there were several other subjects discussed at November's meeting, like email guidance. Mr. Ranger volunteered to review email guidance.

Chair Broady-Rudd asked Ms. Bluma if she would please get more information about Virginia's minimum retention policy for the next meeting. Ms. Bluma agreed.

Chair Broady-Rudd said that the Division of Personnel Management provided information about agencies that are using the records officer classification. Ms. Barth said she will distribute that information at the next meeting.

The Committee discussed the Records Officer meeting and Records Center Staff reported that it was the first of the year and that Records Officers will now meet monthly. They felt that the meeting went very well and had good attendance.

Ms. Oashgar said that she is a member of the Conference Work Group and it is off to a good start. She said the format will be fashioned after the annual Risk Management Conference and the Work Group is working on guidance for speakers and vendors as well as selecting a venue. She invited members to send conference suggestions to her.

Ms. Barth said that at the next Committee meeting there will be presentations on On Base, the PeopleSoft ELM training tool and from Sarah Grimm, WHS, about her grant on electronic records.

- 4) Adjourn.** Ms. Bluma moved, seconded by Ms. Oashgar, adjournment. Motion carried unanimously.

Next Meeting March 13, 2017